

Budget Transfer

Updated 7/22/08

A budget transfer moves budgeted dollars from one account code to another either within the same org or between two different orgs within the same fund. You can not move budgeted dollars between funds. The only funds that can be used when processing a budget transfer are 200000 (Current Fund Unrestricted) and 290100 (Resident Hall Expense). However, you can not cross these funds.

Non-Salary Transfers

Budget administrators who have access to the Banner system, have the appropriate approval levels to do budget transfers, and the proper Banner access can process transfers between non salary account codes in different orgs. Because in the Banner system only one discretionary spending pool is used (see section on Pooling in Banner), there is rarely a need to transfer within the same org. A notable exception being telephone instrument charges which happen to fall outside the pool. (A complete listing of the account code hierarchy will be available in EPrint.) Transfers to account codes outside the discretionary spending pool will require the user to submit a budget transfer form to the Budget Office. Additionally, if a transfer is required outside of the user's area of responsibility, a budget transfer request must be approved by the person responsible for the org and then be submitted to the Budget Office for processing.

Salary Transfers

The Budget Office must process all budget transfers involving salary dollars. When moving salary dollars, you MUST also move the associated fringe benefits. The current year's fringe benefit rates along with the instructions for calculating fringe benefits can be found on the Budget Office web site. All salary transfers require the approval of the division's budget administrator. For full-time salary to non-salary transfers, approval by the Sr. VP is required as well.

Budget Transfer Forms

Budget transfer forms can be picked up at the Budget Office. They can not be accessed online and should never be duplicated due to the unique budget transfer number located on the upper right corner of the form. This number is our only way to identify and differentiate one budget transfer from another in the Banner system. When filling out the new budget transfer form, make sure to include index and account code, the amount you want to transfer, a full description of each line item, and the appropriate signatures. Please note, when entering a budget transfer yourself into Self Service Banner (SSB), you are not required to use a budget transfer form. In these cases a budget transfer number will be assigned automatically by the Banner system when the entry is processed.

Budget Transfer Rule Codes

BXF – To be used as the main rule code when performing budget transfers (in Self Service Banner).

BXP – To be used when moving dollars within the Utilities pool only (in Self Service Banner).

BD8 – Used by SABO when performing a budget transfer. This will insure the university chart remains in balance.

BDT – Used by the Budget Office when performing a budget transfer. This will insure the university chart remains in balance.

BD01 – Used to set the opening original budget. This should not be used during the fiscal year.

BD04 – Used by the Budget Office to make budget adjustments during the fiscal year.